



Standard Operating Procedure Use of Cloth Face Masks

The purpose of this Standard Operating Procedure is to provide guidelines on the use of cloth face masks to help slow the spread of COVID-19. The Center for Disease Control recommends wearing cloth face masks in public settings where other social distancing measures are difficult to maintain.

How to Wear Cloth Face Mask

Cloth face masks should:

- fit snugly but comfortably against the side of the face
- be secured by slipping the loops over your ears or tying the strings behind your head
- allow you to breathe easily
- be able to be laundered and machine dried without damage or change to shape

What should you never do with a cloth face mask?

- Share with others.
- Touch it with your hands while using.
- Take it off and set it down on a surface.
- Put the mask around your neck or up on your forehead.

When do you sterilize/clean a cloth face mask?

Wash your cloth mask whenever it gets dirty or at least daily. If you have a disposable face mask, throw it away after wearing it once.

How do you sterilize/clean a cloth face mask?

A washing machine will suffice in properly washing a cloth face mask. Use detergent and hot water in the washer. Use high heat in the dryer.

How do you safely remove a used cloth face mask?

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place mask in the washing machine (learn more about [how to wash masks](#))
- Be careful not to touch your eyes, nose, and mouth when removing and [wash your hands](#) immediately after removing.

Making and donating cloth face masks?

Thank you to everyone who has reached out and offered to help by making and donating cloth face masks! We appreciate offers to make masks for co-workers, we have some very talented staff. If you have homemade masks you want to donate to your co-workers, please feel free to do so or contact a Safety Officer (safetyoffice@dfw.wa.gov). *If you receive a mask; please be sure to wash the mask before you wear it.* The agency is not able to reimburse for donated cloth face masks. Use this precaution to take care of yourself, colleagues, loved ones, and community.

Resources and Information

Centers for Disease Control: [Use Masks to Slow the Spread of COVID-19](#)